

Adair County 4-H Council
CONSTITUTION AND BY-LAWS
Revised November 2015

Article I

Name: This organization shall be known as the Adair County 4-H Council.

Article II

Purpose:

1. The purpose of this organization shall be to guide, promote, and improve the Adair County 4-H program through these methods.
2. Identify the developmental needs of youth.
3. Approve, plan, coordinate, and manage county events and activities, which meet developmental needs.
4. Establish communication between Extension staff and the 4-H units.
5. Promote 4-H leadership development efforts.
6. Assume responsibility for financial support of 4-H programs.
7. Give leadership to expanding 4-H programs with special emphasis to disadvantaged and minorities.
8. Ensure the 4-H programs are carried out in accordance with affirmative action guidelines.

Article III

Membership, Voting Privileges, Quorum:

1. Ex-officio membership shall consist of:
 - a. County extension personnel.
 - b. One representative of the County University Extension Council.
 - c. A representative of the County 4-H Junior and Teen Leaders.
2. Regular membership shall consist of five representatives from each county 4-H club. This shall be the club leader or assistant leader plus one other adult and three club members. All but the leader or assistant leader are to be selected annually by each club. Their names must be reported to the Extension Center by **Sept. 15**.
3. Each of the five representatives described above shall have one vote on the council and shall be counted to determine quorum.
4. Quorum is defined as one-third of the 4-H Council's regular voting membership.

Article IV

Officers, Tenure, Executive Committee:

1. The seven officers of the council shall be: President, First Vice-President, Second Vice President, Secretary, Treasurer, Reporter, and Parliamentarian. A Council Officer may not also serve as a representative for their club.
2. The President's office shall be filled by an automatic move to that office of the person elected the preceding year to the office of First Vice-President. Hence, in accepting a nomination to the office of First Vice-President, a person should be aware that he is, in effect, agreeing to serve a two-year term: the first year as First Vice-President and the second year as President.
3. The offices of First Vice-President, Second Vice-President, Secretary, Reporter, and Parliamentarian shall be filled annually by direct election. The treasurer's office shall be held for a minimum of two years, filled biennially by direct election.
4. The Executive Committee shall be composed of the seven officers of the council. An Extension Staff member shall be ex-officio member of this committee. Two-thirds shall constitute a quorum of the Executive Committee.

BY-LAWS OF THE 4-H COUNCIL

Duties of Officers

1. The President shall preside at all meetings of the Council, preside over the Executive Committee, appoint standing and special committees, and shall have the authority to change meetings or to call special meetings when deemed necessary.
2. The First Vice-President shall act as chairman of the Program Planning Committee, perform the duties of the President in the event of absence, and assume the duties of the President at the time the President retires from office.
3. The second Vice-President shall act as co-chairman of the Program Planning Committee and perform the duties of the First Vice-President in the event of absence.
4. The duties of the Secretary shall be to:
 - a. Keep accurate minutes of each 4-H Council meeting and to read the same at the next business meeting.
 - b. Call the roll at each meeting of the council to determine both attendance and quorum.
 - c. Take care of the necessary 4-H Council correspondence.
 - d. Provide the county University Extension Center with a copy of the minutes of each Council meeting.
 - e. Mail or email a copy of the minutes of each meeting to 4-H Youth Specialist within one week of the Council meeting. The 4-H Youth Specialist will send to council membership.
5. The duties of the Treasurer shall be to:
 - a. Keep an accurate account of money that is the property of the 4-H Council.
 - b. Make a financial report to each Council meeting.
 - c. Pay bills for budgeted items and other expenses as approved by Council or Executive Committee.
 - d. Invest funds as directed by Council.
 - e. Close the books at the end of the year for an audit.
6. The duty of the Reporter shall be to write a news release following each council meeting and submit it to the newspapers, radio, and television stations which will accept news releases.
7. The duties of the Parliamentarian shall be to see that meetings are conducted according to proper custom and rules of order. 4-H Parliamentary Procedure: Decision Making Process.
8. Any officer who is absent from three meetings without good reason shall be automatically relieved of office, and the vacant office shall be filled as soon as possible by appointment by the Executive Committee.

Election of Officers:

9. Each club is asked to submit names to the Nominating Committee before the May council meeting, of members or adults that will run for office on the 4-H Council. The Nominating Committee shall be organized at the November Council meeting along with the other committee sign-ups. The Nominating Committee shall present a proposed slate of potential officers at the May Council meeting and the final slate of candidates, shall be voted on at the July meeting. The officers shall be as follows: President, First Vice President, Second Vice President, Secretary, Treasurer, Reporter, Parliamentarian.
10. Election of officers shall be by ballot at the July meeting following the presentation of the slate by the Nominating committee. No club shall have more than two members/adults serving as Council Officers during any program year, unless by no fault of the nominating committee, there is no other option.

Duties of Voting Members:

11. The club leader from each club shall turn in club membership forms Y630 to the Extension Center by October 1, for re-enrolling members.
12. Voting members shall make their presence known at roll call of each meeting.
13. When present, voting members and officers, excluding the presiding officer (who shall vote only in case of a tie), may vote on all business called to a vote.
14. When absent, voting members may vote by proxy through a representative of their club, the proxy to have made their identity known at roll call.

Meetings:

15. The Council shall hold six meetings per year on the first Saturday of the odd numbered months as follows: September, November, January, March, May, July. The regular meeting held in **September** shall be known as the Annual Meeting and shall be for the purpose of electing officers. The newly elected officers may be called upon to assist the existing Executive Committee in the conduct of business, which arises during the period following their election but prior to their installation, however, primary responsibility remains in the hands of the existing Executive Committee during this lame duck period. The authority to make temporary changes in the schedule and to call special meetings belongs to the President.

Standing Committee and Special Committee:

16. Standing committees other than the Executive Committee shall be appointed by the President and shall include program, budget and finance, awards, promotion and membership, constitution and by-laws committees as well as others that may be authorized by the Council.
17. Special Committees shall be appointed by the President and authorized by the Executive Committee.
18. Members of both Standing and Special Committees may include people other than 4-H Council members.

Duties of Committee Members:

19. Job descriptions of each committee of the council shall be provided to each committee member by the County Extension Center.
 - a. Executive Committee Authority-The Executive Committee has the authority to conduct business between council meetings, and may decide on a case-by-case basis whether to convene the entire council or a committee to address business to be conducted. **Club leaders will be notified of Executive Committee meetings.**

Amendment of the Constitution and By-Laws:

20. There shall be a standing committee to consider and/or recommend suggested changes of the Constitution and By-Laws.
21. These By-Laws may be amended at any meeting of the Council by a two-thirds vote of members present providing the proposed amendment has been discussed at a previous meeting or a notice of such amendment has been sent to Council members ten days prior to the meeting.

Membership Participation:

New members:

22. New member is an individual that has never been a 4-H Member or has a period of inactivity for one project year or more. New members may enroll at any time, however must attend the majority of club meetings from their enrollment month through June 30 in order to be eligible to exhibit at the NEMO Fair. Members that enroll after a project has been completed may be responsible to find their own leadership for their projects. To be eligible for completion of project year, member must have attended the majority of club meetings from time of enrollment to **Sept. 30** and submitted project records.

Re-Enrollment:

23. Each of the club leaders will serve on the Eligibility Committee to consider requests for exceptions to stated eligibility guidelines. Any member requesting exception to a rule will contact the 4-H Youth Development Specialist who will convene the Eligibility Committee. Member and parent will meet with committee and explain circumstances of the issue.
24. Re-enrollment is due by **October 22** annually for full participation as outlined in #25. Any additional projects will be accepted until January 1.
25. Recognition and awards are available for members who meet the standards established by the Council. To qualify for participation in county, district, state, or national events, members must have been enrolled by **October 22** of the program year to participate in county, district, sub-regional, state or national events. Standards for completion are:

- a. A majority of club meetings held since member's enrollment must be attended. Example would be 6 out of 10.
 - b. Membership dues must be paid by the November council meeting. New members must have their dues paid within 30 days of enrolling if after the November Council meeting. If they are not paid by the above times, then membership will be restricted on a county level if the event is sponsored by the County 4-H Council.
 - c. Project Records must be turned in with the Secretary's book. A majority of projects must be completed and project records turned in (i.e. if enrolled in 4 projects, must complete 3 projects and turn in 3 project records). No individual project records will be accepted from individuals at the Extension Center. Projects must be dropped by May 1, by submitting written request to the Extension Center.
 - d. All Secretary's Books with project records and Treasurer's Books must be turned in to the Extension Center by October 1. Outstanding club, outstanding club leader, friend of 4-H, I Dare You Award, Key Award and any other awards made possible by the 4-H Council must be turned in to the Extension Center by October 1. State Recognition Forms are due November 1.
 - e. Members must attend a majority of club meetings (i.e. 6 out of 10) by June 30 to be eligible to exhibit at the NEMO Fair. Clubs must submit a list of ineligible members to the Extension Center by July 1.
26. All clubs will participate in events to fulfill requirements as a United Way partner agency.

Self-Determined Projects

27. Only projects not otherwise listed in The Clover can be called a self-determined project.
28. Members must enroll in self-determined projects on their enrollment. Self-determined project members must follow guidelines listed in The Clover under self-determined project. Write out a plan. Show the course of action you plan to take. This must be turned in to your club leader with your enrollment form. At the end of the year you must fill out a Project Record and turn it in to the secretary the same as for all other projects.

Clover Kids

29. Clover Kids must be between the ages of 5-7 by January 1 of the program year. Dues will be assessed. Clover Kids will not be eligible to receive premiums or to sell any project item that they have made or raised in the county 4-H program, at any county sponsored event.

Independent Membership

30. Independent membership is available to youth who cannot attend 4-H club meetings due to distance or other special circumstance. Applications for independent membership will be due to the Adair County Extension Center no later than November 1 of the program year or within two weeks of enrollment. Applications will be reviewed for approval by the Affirmative Action Committee.
31. Independent members will be required to pay family dues to Adair County 4-H Council.
32. Independent members must be between the ages of 8-18 by January 1 of the program year.
33. Independent members will meet as a group and elect a Key Leader to coordinate participation in 4-H Council, community activities and 4-H reports. This Key Leader will report to the Adair County Extension Center by October 15. Independent members will be represented at 4-H Council by a maximum of 2 adults and 2 members. One representative must be the key leader.
34. To complete the year, independent members must attend a majority of project meetings and turn in project records one week prior to the beginning of the NEMO District Fair.

Teen Option

35. Members 14 and older may choose the Teen Option by entering into a Teen Option Contract, and fulfilling the requirements set forth therein. The contract allows for a member 14 and over to attend 4 club meetings, instead of 7, and fulfilling a leadership role as set forth in the Teen Option Contract. This Contract must be completed, signed and submitted by the date specified on the form.

Financial Reporting and Use of the 4-H Name and Emblem

36. All clubs, committees, functions, etc., using the 4-H emblem and maintaining a treasury must submit a yearly financial statement on the approved form. All clubs will be required to submit their financial statement with their Treasurer's Book. All other committees, etc., will be required to submit their statements to the Extension Center within 60 days after the final function of the program year.

Fiscal Policies

Insufficient Funds Checks

37. In the event of a check returned for insufficient funds, the party submitting the check is responsible for any charges or fees incurred, as well as for full payment of the amount due.
38. If a party has more than two checks returned for insufficient funds in the course of a program year, no further checks will be accepted from that party during the program year.

Award/Trip Financial Responsibilities

39. In the event a member forfeits a trip awarded to them and paid for from another source, the member must immediately notify the Youth Development Specialist. Financial responsibility will be required unless the member qualifies for the free lunch program, with official verification being presented to the Youth Development Specialist.
40. Members who qualify for the free lunch program will be required to perform community services at the rate of one hour for every \$10.00 value of trip.
41. A member may only be presented a scholarship/trip once.

- *Constitution reviewed: by-laws revised 11/90
- *Constitution reviewed: by-laws revised 8/92
- *Constitution reviewed: by-laws revised 3/93
- *Constitution revised: by-laws revised 1/95
- *Constitution revised: by-laws revised 7/98
- *Constitution reviewed: by-laws revised 11/01
- *Constitution reviewed: by-laws revised 11/02
- *Constitution reviewed: by-laws revised 7/05
- *Constitution reviewed: by-laws revised 9/9/2006
- *Constitution reviewed: by-laws revised 7/7/07
- *Constitution reviewed: by-laws revised 3/1/08
- *Constitution revised; by-laws revised 5/2011
- Constitution reviewed: by-laws revised 11/6/11
- Constitution reviewed: by-laws revised 11/7/15

Equal opportunity is and shall be provided to all participants in Extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a Vietnam-era veteran. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or military organizations associated with the armed forces of the United States of America.